# SystmOne GP & EMIS Web Quick Reference Guide

**ACCESSING THE SHARED CARE RECORD FROM SYSTMONE**

From SystmOne, open the patient record and click on the C&P Shared Care Record icon in the toolbar, as shown below. This will open a new window and display the consent page for the Shared Care Record.


URL C&P Shared Care Record

**ACCESSING THE SHARED CARE RECORD FROM EMIS WEB**

From EMIS open the patient record and click on Summary/View My Record/Cambridge Production as shown below. This will open a new window and display the consent page for the Shared Care Record.


Summary Care Record
Cambridge Production
Social Prescribing

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## THE CONSENT PAGE

On the consent page, you must select an option and will need to provide a reason for accessing the patient record. Once you have provided the information you will have access to the patient record.
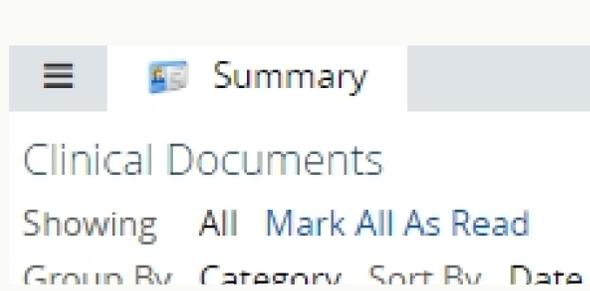


From the consent page you will see the screen to the right. From here you can access patient data via the Clinical Document Viewer (CDV Tree) on the left hand side or by using the dashboard tiles on the right hand side.
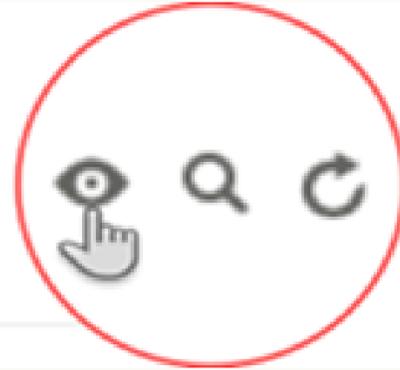
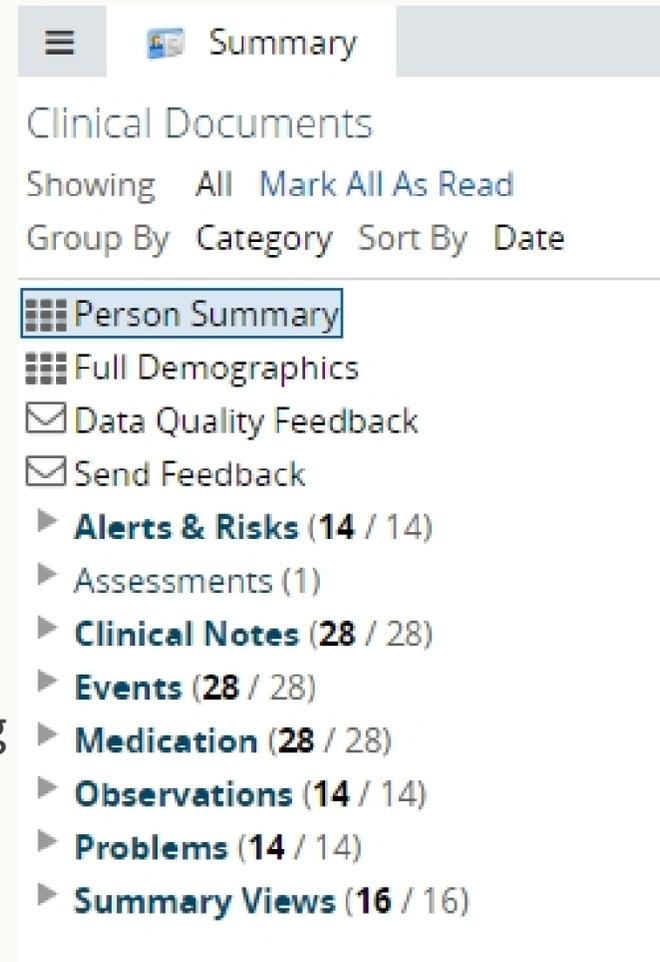# SystmOne GP & EMIS Web Quick Reference Guide

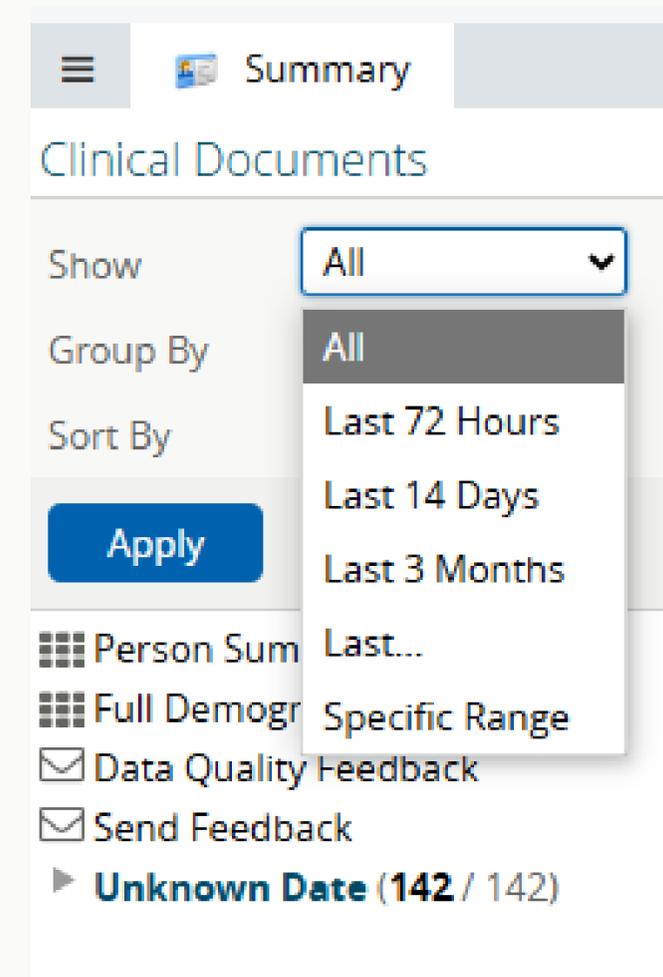## THE CLINICAL DOCUMENT VIEWER (CDV)

The CDV can be seen on the left-hand side of the screen and can be configured to show documents in several ways. To configure the document tree, select the configure button as shown above.

Scrolling down the CDV will show you the data that's available and clicking on the categories will open up a new screen displaying more detail.
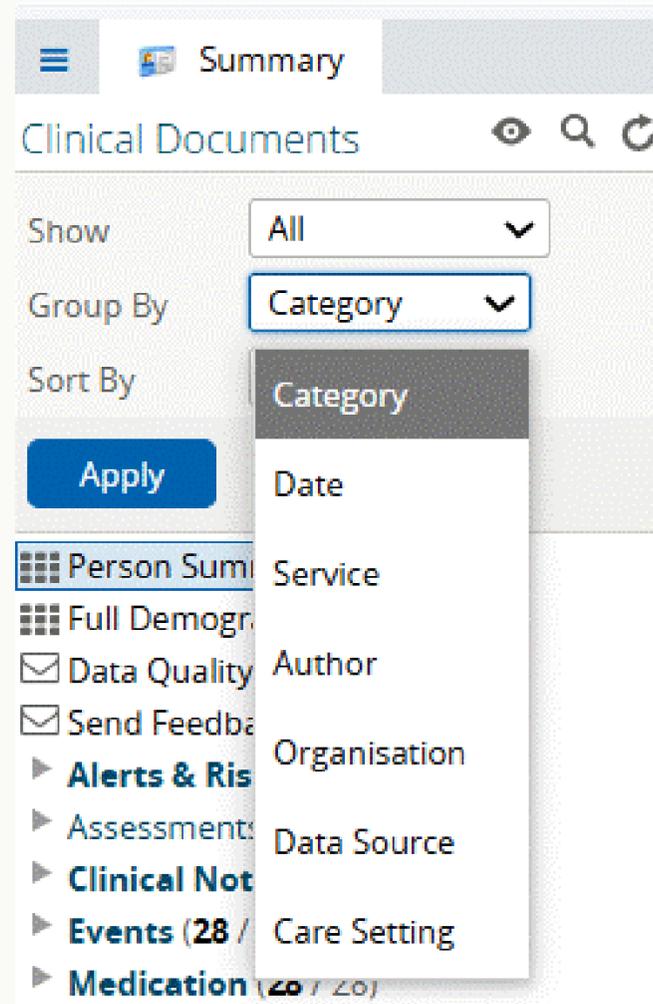
By clicking on the dropdown categories, you can show specific timeframes or filter by using your own specific range of dates.

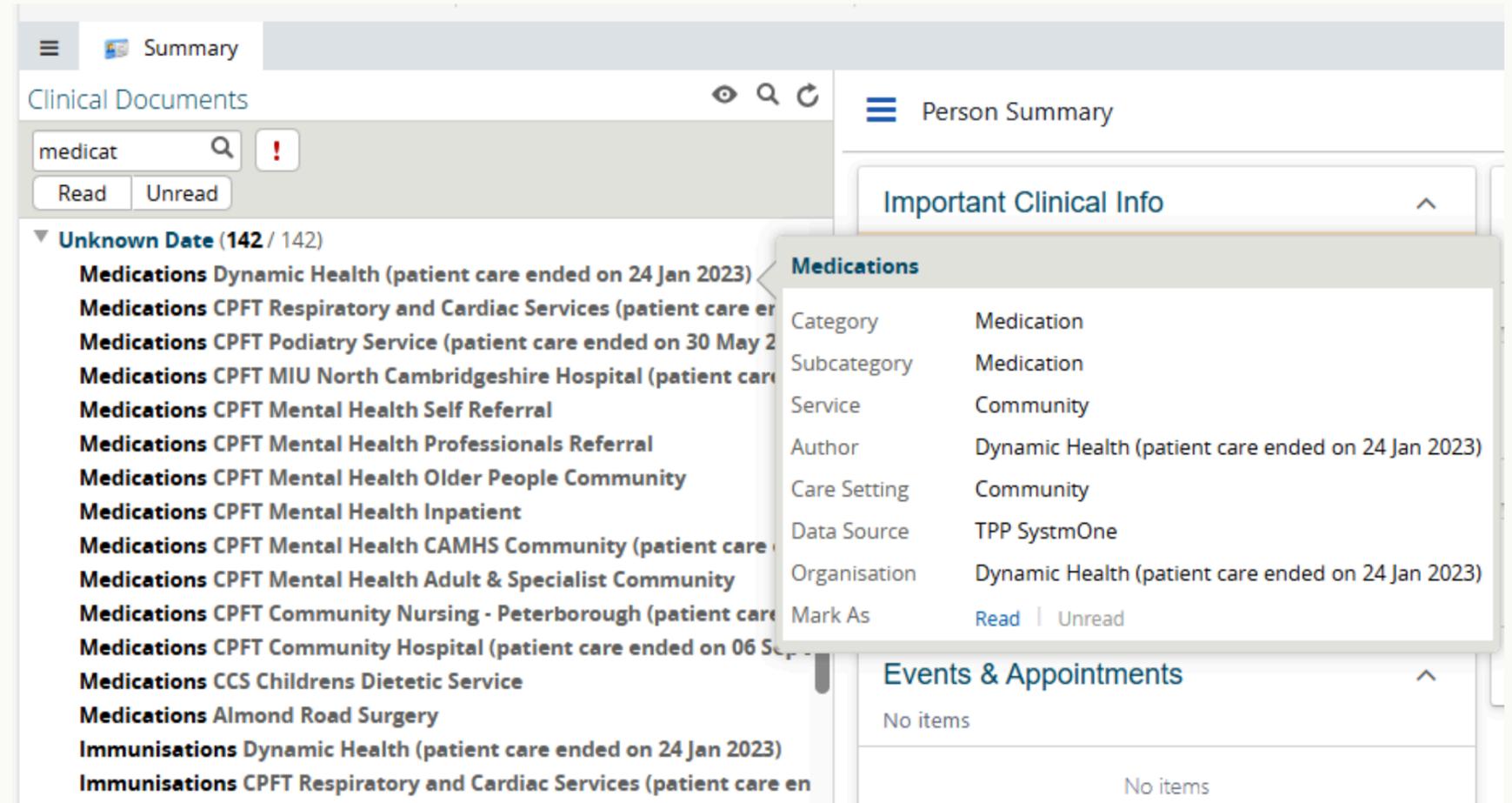# SystmOne GP & EMIS Web Quick Reference Guide

**THE CLINICAL DOCUMENT VIEWER (CDV)**

You can also group the document tree by Category, Date, Service, Author, Facility, Shared by and Source

Click apply for any changes you make to take effect.

You can also search for individual items within the CDV tree. The search field is an intelligent search field and will return results as you type, see below image.

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**THE PERSON SUMMARY**

The person summary view also provides access to data from a dashboard view (default landing page), shown below. By clicking on the individual category tiles, you can expand the view to open up more detail as seen in the example below illustrating the medicines viewer when expanded.



**CLINICAL SAFETY DISCLAIMER**

Please note the clinical safety disclaimer (in pink ) to ensure you understand the source and limitations of the data.

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## THE PERSON SUMMARY



In the person summary dashboard, use the expansion arrow or click the 3 dots to expand the view of data from the tiles.

Expanding the Events & Appointments tile will provide a view of data as illustrated below.



## SEARCH FOR ANOTHER PATIENT RECORD

To search for another patient record, simply click on the 3 lines at the top of the CDV in the person summary (top far left corner) to display the Person Search.